Message from Paul Jablonski, CEO

I have been in transit my entire working life. I started as a bus driver in Massachusetts and now I am the CEO of one of the best transit systems in North America. Without a doubt, transit is a fantastic career choice. For people who want to work hard in an exciting environment, it provides exceptional growth and advancement opportunities. At the same time, it provides great benefits for you and your family. I invite you to check **www.sdmts.com** often and apply for a career with MTS. You never know where a job in transit will lead you!

Applications and resumes with salary history may be submitted to MTS via:

U.S. Mail

MTS Human Resources Department
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101

Fax

619-234-1047

Email

jobs@sdmts.com

Job Announcement

Risk Management Specialist

As the largest provider of public transportation in San Diego County, and 2009 winner of the American Public Transportation Association's award for Most Outstanding Public Transit System, the Metropolitan Transit System (MTS) is committed to providing exceptional service to the people of the San Diego region.

Every year more than 85 million people ride MTS buses and Trolleys. We have more than 80 fixed-route bus lines and 54 miles of Trolley service. Our fleet of compressed natural gas buses and electric Trolleys allow MTS to be one of the greenest companies in San Diego. As our region continues to grow, there will be a greater dependence on public transportation to help achieve mobility goals. The long-range transit plan for the region envisions several new trolley lines and Bus Rapid Transit lines, some of which will come on line in the next two years. And plans are progressing to expand the Trolley 11 miles from Old Town to UCSD and University Town Center. MTS is one of the most modern and dynamic public transportation systems in North America and we would love for you to help us achieve our goals!

Summary

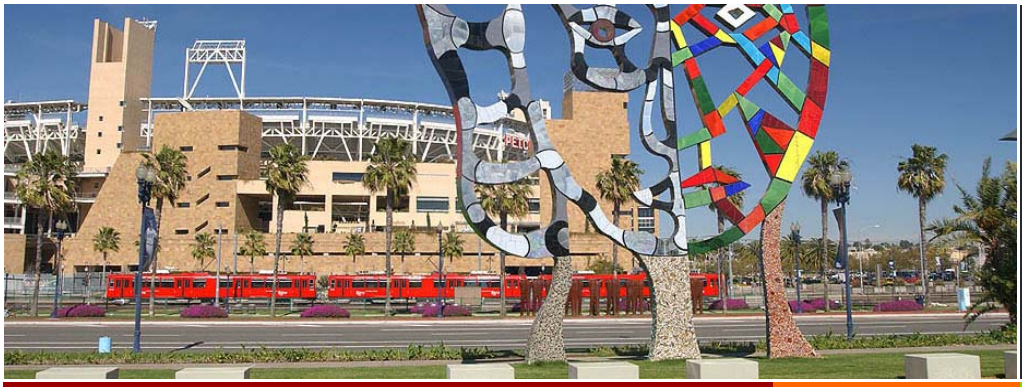
The Risk Management Specialist will assist the Liability Claims Supervisor in the operation of MTS' self-insured, self-administered liability program. This position will also assist with claims set up, filing and maintaining liability claims reports. Duties will require a high level of organization, the ability to multitask and excellent communication skills. Under supervision, this position performs clerical and technical functions related to claims management for litigated and non-litigated liability claims. In addition, the Risk Management Specialist maintains the flow of information and data processing necessary to facilitate the claims-adjusting process.

Essential duties include, but are not limited to, the following:

Example of Duties

Essential Functions

- Receives inquiries, incidents and claims in person, over the phone and electronically.
- Assigns case numbers to claims and establishes claims files.
- Enters information related to claims and potential liability cases into database.
- Establishes and maintains complex systems of interrelated files and records, as they related to claims filed.
- Operates office machinery, including a personal computer, scanner, copier, facsimile, camera and voice recorder.
- Serves as technical liaison on Risk Management's Claims System database.
- Assists in the identification of potential subrogation recovery opportunities.
- Adjusts and maintains assigned property damage claims, ensuring diary or calendar of critical timeline dates.
- Maintains a comprehensive, well-documented property damage claim file and database of liability claims, incidents and related activities.
- Obtains proof-of-loss documents and executes MTS releases and other legal documents for property damage claims, as required or directed.
- Upon receipt of accident reports from SDTC, enters data, determines if report needs to be reviewed by Safety Committee and if so, electronically sends report to Safety Manager.
- Issues Transit passes as claims settlement and manages monthly pass issuance on an Excel spreadsheet
- Coordinates and manages Excel spreadsheet for Compass Cards.
- Assists department staff with other general clerical functions, such as processing departmental invoices for payment.
- Serves as back-up to Liability Claims Supervisor in his/her absence.



The San Diego Metropolitan Transit System is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Qualifications

Knowledge, Skills and Abilities

Desired candidate will possess the technical knowledge to utilize principles of investigation and settlement techniques to manage public entity and public transportation third-party liability claims; knowledge of Microsoft Word, Excel and Outlook and the ability to learn and use other software, like Ellipse, that we have or might acquire. Must have skill in verifying the accuracy and completeness of forms and reports. Must have the ability to regularly exercise discretion and independent judgment within the claims management guidelines specified in local, state and federal government codes and regulations; ability to make sound decisions consistent with MTS values, behaviors, policies and procedures; ability to work independently under pressure, prioritize workload, conduct liability field site investigations and prepare information for use in claims adjusting, mediation and litigation; ability to write letters, memoranda and reports using clear, concise and grammatically correct English; ability to speak clearly, distinctly and effectively in person-to-person or small group situations using tact and diplomacy; ability to establish and maintain priorities in order to complete assignments by deadlines without detailed instructions.

Physical Requirements

The successful candidate must be able to fulfill the essential functions of the job which may include walking, stooping, sitting, bending and reaching for overhead files and occasional lifting (must be able to lift up to 15 pounds). Also must be able to perform tasks involving manual dexterity, such as the use of a computer. Duties will be performed in an open office-type environment and at various MTS property sites. Work may at times require more than 8 hours per day or irregular hours to perform the essential duties of the position. Reasonable accommodations are available.

Experience/Education/ Certificates/License(s)

High School Diploma or GED and three years progressively responsible clerical experience, which includes duties requiring the use of initiative and independent judgment. Recent experience related to liability claims adjusting is preferred

General

Must satisfactorily pass all applicable examinations including, but not limited to, a pre-employment physical, including a urine drug screen, and background check.

Salary

$34,944 - $56,227

MTS employees during the filming of a recent commercial.

DISCLAIMER: *The above described job elements are intended to indicate the general nature and levels of work being performed by employees assigned to the job. They are not intended to be an exhaustive list of duties, responsibilities and skills required of employees so classified. Management retains the discretion to add to or change the duties of the position at any time.*